

## Friendly Letter Rubric

Criteria	4	3	2	1
<b>Salutation and Closing</b>	Salutation and closing have no errors in placement, punctuation, or capitalization.	Salutation and closing have few errors and are placed appropriately	Salutation and closing have 3 or more errors. One or both not correctly placed	Salutation and/or closing missing
<b>Body of Letter</b>	Sentences and paragraphs are complete, well-written, varied sentence structure and vocabulary.	All sentences are complete and well written with no fragments or run-ons. Paragraphing is generally well done.	Most sentences are complete and well written. Paragraphs are unorganized.	Many sentence fragments or run on sentences. No evidence of paragraphing
<b>Uses Basic Writing Conventions</b>	No errors in grammar or spelling in body of letter	2-3 errors in capitalization or punctuation in body of letter that do not interfere in meaning.	Several errors in grammar or spelling in body of letter that interfere in meaning.	Many errors in spelling and/or grammar in body of letter that make the letter illegible.
<b>Neatness</b>	Legibly handwritten or typed with no distracting errors.	Legibly written, easy to read with 1-2 distracting errors.	Several distracting errors that make portions difficult to read.	Many distracting errors making it illegible.

Name \_\_\_\_\_ Date \_\_\_\_\_ Total Points \_\_\_\_\_